

Minor Work

Minor Work projects require the granting of a Certificate of Appropriateness. However, minor works can be approved administratively by the Executive Director of the HRC or his/her designee, provided the proposed work is consistent with these Design Guidelines.

The Director or his/her designee will meet with the applicant at the site and determine if the proposed work is major or minor. If it is deemed to be minor and is approved, a Minor Works Certificate of Appropriateness can be issued at once.

If the Director or the designee cannot approve the proposed work, an application for a Major Works Certificate of Appropriateness will be presented to the Historic Resources Commission for its review and approval.

Minor work projects include various activities in which the visual character of the structure or landscape is not substantially changed. These include, but are not limited to, the following:

1) New roof coverings: replacement of asphalt or fiberglass roof coverings with new mid-tone to dark colored asphalt or fiberglass three-tab or architectural shingles; replacement of slate, tile, metal or other historic roof covering where there is no change in materials or visual appearance.

2) Removal of artificial or non-original siding: total removal of asbestos, asphalt or other artificial or non-original siding when the original siding is to be repaired and repainted. If siding other than the original is to replace what was removed, this is considered a Major Work.

3) Replacement of missing architectural details: replacement of missing or deteriorated siding and trim, porch floors, ceilings, columns and balustrade or other architectural details, using the same material as that being replaced.

4) Foundation repairs: repair or replacement of masonry foundations where the original foundation material is retained or where the new material matches the original as closely as possible; installation of metal foundation vents and repair or replacement of windows or doors provided there is no change in material, design, size or location of said items.

5) Masonry repairs: repointing and other masonry repairs when the color and composition of the mortar, brick, stucco and other material matches the original as closely as possible in visual appearance.

6) Replacement of exterior stairs, landings and steps: repair or replacement of exterior stairs or steps which are made of masonry or painted wood and are compatible with the

design of the structure and/or other styles found in the Historic District.

7) Exterior lighting fixtures: repair, replacement or installation of new lighting fixtures the design and location of which complies with these Design Guidelines, and is appropriate to the structure.

8) Removal of accessory buildings: removal of deteriorated or incompatible accessory buildings which are not original to the site or otherwise historically significant.

9) Replacement of brick or stone retaining walls; replacement of walks, driveways, and steps made of brick, stone, concrete or gravel.

10) Removal of dead or diseased tree or trees where the roots or limbs are causing damage.

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Minor Work, continued

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Major Work

Major Work projects MUST be approved by the Historic Resources Commission. In general, these are projects which involve a change in the appearance of a structure or landscape, and are more substantial in nature than Minor Work projects.

These include, but are not limited to, the following:

- 1) New construction;
- 2) Additions to existing structures;
- 3) Demolition of any part of an existing structure or landscape feature that would significantly alter the visual character of the structure or the site;
- 4) Ground disturbing activities of any kind that affect known archeological resources on the site; (The HRC must be notified if archeological resources are uncovered.)
- 5) Moving of existing structures;
- 6) Installation of signs larger than 9 square feet;
- 7) Erecting of new accessory buildings;
- 8) Creation of parking areas;
- 9) Replacement of architectural details when there will be a change in design or materials from the original or existing;
- 10) Changing roof structure or appearance;
- 11) Installation of fire exits, fire escapes, and secondary entrances;
- 12) Changes to significant landscape features;
- 13) Minor Work items not approved by the staff of the HRC.